



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 03/02/2015	Employee Requisition Number ER-15151	JOB OPPORTUNITY	
Title/Position: EXECUTIVE ASSISTANT			
Pay Grade HG 9	Salary Range \$28,308-36,940	Classification Hourly	
Department: CMN STAFF	Location: Okmulgee	Location Code: 45	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the President, the Executive Assistant will provide administrative and office support to the President. The Executive Assistant provides support to the President in administering and complying with Muscogee Nation and College policies/procedures and is responsible for exercising discretion, professional judgment and initiative in performing or providing support in all areas associated with the Executive office. The Executive Assistant will further possess knowledge of departmental operations and regulations. The Executive Assistant must be comfortable in multicultural and Native American settings.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Take minutes at the Board of Regent's meetings. 2. Post Regent meeting agenda's appropriately. 3. Provide meals at the Regent meetings. 4. Prepare and mail meeting packets to the Regents in a timely manner. 5. Maintain College calendar of meetings and events. 6. Organize and maintain college reports, data and communications. 7. Process request for Honorariums. 8. Prepare and process Adjunct and Volunteer contracts. 9. Prepare and distribute faculty evaluations and tabulate results. 10. Fill in for College Secretary with tasks such as: open, sort and screen mail, answer telephones, screen callers, relay messages and greet visitors. 11. Maintain President's calendar and schedule appointments. 12. Prepare routine correspondence and reports. 13. Monitor office equipment such as photocopier, fax machine and calculator for proper operation. 14. Maintain confidentiality of college business data. 15. Operate personal computer to access email, electronic calendar and other basic support software. 16. Order supplies as needed for Executive Department 17. Assume additional duties and responsibilities as assigned.
Minimum Requirements:	Associate Degree in Office Administration, Business or business school hours in secretarial science or at least three years' experience in related



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	field. Proficient in Microsoft Excel, Word and PowerPoint. Excellent knowledge of office principles and practices. Exemplary oral communication, interpersonal, organizational skills. Use discretion, judgment and initiative effectively.
Preferred Requirements:	Two years of related experience in a college and/or similar organization. Experience within the Tribal Government.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise



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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.